



FESIA A. DAVENPORT  
Chief Executive Officer

## County of Los Angeles CHIEF EXECUTIVE OFFICE

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*"To Enrich Lives Through Effective And Caring Service"*

Board of Supervisors  
HILDA L. SOLIS  
First District

HOLLY J. MITCHELL  
Second District

SHEILA KUEHL  
Third District

JANICE HAHN  
Fourth District

KATHRYN BARGER  
Fifth District

April 05, 2022

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

### **COUNTYWIDE CLASSIFICATION ACTIONS (ALL DISTRICTS) (3 VOTES)**

#### **SUBJECT**

This letter and accompanying ordinance will update the tables of positions and the departmental staffing provisions by adding one (1) unclassified classification and three (3) new employee classifications; amending Chapter 6.50 - Department of the Chief Executive Officer (CEO) to establish compensation for two (2) new classifications; amending Section 6.08.450 to add an unclassified classification; deleting 12 non-represented classifications; and by reclassifying positions in various County departments.

#### **IT IS RECOMMENDED THAT THE BOARD:**

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to add one (1) unclassified classification in the Department of Parks and Recreation; add two (2) new employee classifications in the Internal Services Department (ISD) and one (1) new employee classification in the CEO; amend Chapter 6.50.010 (CEO) to establish two (2) new classifications and compensation for the Care First Community Investment (CFCI) Advisory Committee; amend a compensation provision (Section 6.08.450) for a Medical Examiner-Coroner unclassified classification; delete 12 non-represented classifications; and reclassify 285 positions in the Departments of Animal Care and Control, Children and Family Services, Fire, Health Services (DHS), Human Resources, ISD, Medical Examiner-Coroner, Probation, Registrar-Recorder/County Clerk, and Sheriff.

## **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to implement recommended actions in a timely manner. Approval will provide the ordinance authority for County departments to implement the classification and compensation changes in this letter.

These recommendations will ensure the proper allocation of positions based upon the duties and responsibilities assigned to these jobs and as performed by the incumbents (Attachments A and B). This is a primary goal of the County's classification and compensation system.

These actions are recommended based upon generally accepted professional principles of classification and compensation. Furthermore, these actions are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper allocation of positions facilitates efficient business operations and can reduce the number of costly personnel-related issues.

### **New Unclassified Classification**

We are recommending the Special Assistant, Parks and Recreation (UC) (Item No. 8765) classification to be established for the Department of Parks and Recreation (Attachment A). The classification has responsibility for providing specialized staff and consultative services to the Director and Chief Deputy Director of Parks and Recreation in carrying out special projects, studies, and assignments on matters relating to the functions and operations of the department.

### **New Employee Classifications**

We are recommending the establishment of two (2) new employee classifications, Technology Professional Intern I (Item No. 2484) and Technology Professional Intern II (Item No. 2485) (Attachment A). On October 27, 2020, the Board adopted a motion by Supervisors Hilda L. Solis and Kathryn Barger authorizing to establish a program to empower youth and small businesses in underserved communities that are adversely impacted by the digital divide and connect them to technology, resources, and opportunities. In the above-mentioned motion, the Board directed ISD to establish the Delete the Divide program. In support of this program, these two (2) classifications will allow ISD to engage youth in underserved communities to learn and develop information technology-related skills that can lead to well-paying career paths and entrepreneurship in the field of information technology. The classes will be established to allow interns to perform sub-professional duties in information and communication systems in preparation for successful progression into an information technology occupational or digital technology-related field.

We are recommending the Youth Development Specialist (Item No. 8299) classification to be established to form the foundation for the new Office of Youth Development (Attachment A). The classification will have responsibility for providing coordination and collaborative project management for a wide range of youth development services, opportunities, and support—from prevention and early intervention to engagement and support for youth and their families involved in the justice system—so that all youth in Los Angeles County have access to youth development.

## New Classifications and Amendment of Corresponding Chapter 6.50 and Section 6.28.060

We are recommending Member, Care First Community Investment Advisory Committee (Item No. 9395) and Alternate Member, Care First Community Investment Advisory Committee (Item No. 9387) be established and added to Chapter 6.50 – CEO and Section 6.28.060 – Special Pay Provisions to facilitate payroll system changes necessary to implement the compensation for committee members at \$150 per meeting attended, with maximum payment of \$5,000 a fiscal year, per position (Attachment A). On January 25, 2022, the Board authorized CEO to compensate the Members on the CFCI Advisory Committee and County Counsel to draft any necessary ordinance(s) to effectuate compensation. Approval of these recommendations will provide the ordinance authority for the CEO to compensate the Members of the CFCI Advisory Committee. As previously authorized by the Board, only one (1) Member or their Alternate Member will be compensated for each meeting.

## Compensation Provision Amendment

We are recommending the addition of Medical Director, Medical Examiner (UC) (Item No. 5402) to Section 6.08.450 – Special Credit, which will ensure this newly created unclassified classification receives a flat rate monthly bonus for years of experience in any residency consistent with other medical directors in other County departments. Your Board approved the establishment of this unclassified classification at the January 11, 2022 Board meeting.

## Deleted Classifications

In conjunction with our continuing goal of reducing classifications, we are recommending the deletion of 12 non-represented classifications from the Classification Plan (Attachment A). The affected departments have been informed and concur with this action. This recommendation is consistent with the County's strategy to reduce the number of obsolete classifications.

## Reclassifications

There are 285 positions in 10 departments being recommended for reclassification (Attachment B). The duties and responsibilities assigned to these positions have changed since the original allocations were made. Therefore, subject positions would be more appropriately classified in the recommended classes.

## **Implementation of Strategic Plan Goals**

Approval of the accompanying ordinance will further the County Strategic Plan Goal III – Realize Tomorrow's Government Today. Specifically, it will address Strategy III.3 to Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability.

## **FISCAL IMPACT/FINANCING**

The projected budgeted annual cost resulting from these recommended actions is estimated to total \$1,372,000 (all funds). Net County cost is estimated to be \$212,000. Cost increases associated with upward reclassification actions will be absorbed within the Adopted Budget for each affected department. No additional funding is required.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS**


The County Charter authorizes the establishment and maintenance of “a classification plan and the classification of all positions.” This responsibility is further delineated in Civil Service Rule 5.

Appropriate notifications have been made to the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code, has been approved as to form by County Counsel.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of these classification recommendations will enhance the operational effectiveness of the departments through the proper classification and compensation of positions.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Fesia A. Davenport', with a stylized, flowing script.

FESIA A. DAVENPORT

Chief Executive Officer

FAD:JMN:AC:AYH

JR:KP:mmg

Enclosures

c: Executive Office, Board of Supervisors  
County Counsel  
Auditor-Controller  
Human Resources  
Affected Departments

## CLASSIFICATION PLAN CHANGES

### ATTACHMENT A

#### UNCLASSIFIED CLASSIFICATION RECOMMENDED FOR ADDITION TO THE CLASSIFICATION PLAN

<b>Proposed Savings/ Cafeteria Benefit Plan</b>	<b>Item No.</b>	<b>Title</b>	<b>Recommended Salary Schedule and Level</b>	
Savings/ Megaflex	8765	Special Assistant, Parks and Recreation (UC)	NMO	112B

#### CLASSIFICATIONS RECOMMENDED FOR ADDITION TO THE CLASSIFICATION PLAN

<b>Proposed Savings/ Cafeteria Benefit Plan</b>	<b>Item No.</b>	<b>Title</b>	<b>Recommended Salary Schedule and Level</b>	
Savings/ Megaflex	2484	Technology Professional Intern I		FH
Savings/ Megaflex	2485	Technology Professional Intern II		FH
Savings/ Megaflex	8299	Youth Development Specialist	NMO	105A

#### CLASSIFICATIONS SUBJECT TO SPECIAL PAY PROVISIONS RECOMMENDED FOR ADDITION

<b>Item No.</b>	<b>Title</b>
9395	Member, Care First Community Investment Advisory Committee
9387	Alternate, Member, Care First Community Investment Advisory Committee

## CLASSIFICATION PLAN CHANGES

### ATTACHMENT A

#### NON-REPRESENTED CLASSIFICATIONS RECOMMENDED FOR DELETION FROM THE CLASSIFICATION PLAN

Item No.	Title
2613	Assistant Data Processing Manager
8629	Assistant Head Transportation Deputy, Probation
1578	Assistant Head, Warrant Investigation
6887	Assistant Manager, Laundry Services, Sheriff
9392	Member, Board of Education
9397	Member, Citizens Advocacy Commission/Communication Development
9410	Member, Delinquency and Crime Commission
9437	Member, Grand Jury
9449	Member, Local Agency Formation Commission
2543	Senior Information Systems Contracts Analyst
2537	Supervising Information Systems Support Analyst
1867	Training Coordinator

## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT B

#### ANIMAL CARE AND CONTROL

No of Pos.	Present Classification	No of Pos.	Classification Findings
2	Secretary I Item No. 2094A NMVO 76E Represented	1	Management Secretary II Item No. 2108A NMO 90G Non-Represented
		1	Senior Secretary II Item No. 2101A NMO 86G Non-Represented

One (1) Secretary I position is currently assigned to the Administrative Office and reports directly to the Administrative Deputy I (UC). The second Secretary I position is currently assigned to the Shelter Management Headquarters and reports directly to the Deputy Director, Animal Care and Control (UC) overseeing the North Regional Operations. Both positions provide secretarial support to the subject managers. Based on the duties performed and organizational structure, we recommend upward reclassifications of the subject positions to the Management Secretary II and Senior Secretary II classes, respectively.

#### CHILDREN AND FAMILY SERVICES

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Children Services Administrator II Item No. 9087A NO 109J Non-Represented	1	Children Services Administrator III Item No. 9088A NMO 114K Non-Represented

The subject position is located within the Bureau of Finance and Administration (BFA), Administration Team. The subject position reports to the Administrative Deputy III and is responsible for managing the day-to-day operations of the BFA Administration Team via subordinate managers. The subject position directs the development and implementation of measures to monitor operations; provides reports to management; oversees and responds to requests from executive management; and develops recommendations for budget and staffing requests. The duties and responsibilities of the subject position meet the classification criteria for the Children Services Administrator III, a class that is responsible for managing, through subordinate second level supervisors, the daily operations of section or program. Therefore, we recommend upward allocation to a Children Services Administrator III.

## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT B

#### FIRE – LEADERSHIP AND PROFESSIONAL

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Administrative Assistant III Item No. 0889A NMO 94G Represented	1	Management Analyst Item No. 1848A NMO 95A Non-Represented
1	Chief Physician III Item No. 5459A-78 N42 E11 Non-Represented	1	Chief Physician I Item No. 5457A-78 N42 E09 Non-Represented
1	Chief, Psychological Services Item No. 8703A NMO 118L Represented	1	Supervising Psychologist Item No. 8712A N2MO 109K Represented

The subject Administrative Assistant III position is assigned to the newly established Wellness Division in the Leadership and Professional Standards Bureau and reports directly to the proposed Chief Physician I. The subject position will be responsible for providing administrative, staff, management, and advisory support to the Chief Physician I. The position will assist in the coordination and development of the division's budget, act as a liaison between the Chief Physician I and other sections within the department and outside entities, and handle other special projects and activities to ensure departmental objectives are met. An upward allocation of the subject position to the Management Analyst class is recommended to support the department's efforts to recruit and retain staff equipped to carry out the Wellness-related goals outlined in the June 22, 2021 substitute motion introduced by Supervisors Janice Hahn and Kathryn Barger.

The subject Chief Physician III position is assigned to the newly established Wellness Division in the Leadership and Professional Standards Bureau and reports directly to a Deputy Fire Chief, Emergency Operations (UC). The subject position will oversee the new division, which was developed to address the workplace trauma or potential workplace trauma outlined in the June 22, 2021 substitute motion introduced by Supervisors Janice Hahn and Kathryn Barger. The subject position will oversee a total of five (5) sections that collectively address the physical, mental, and behavioral health and needs of the Fire Department and its members: Chaplains Program, Behavioral Health Services, Peer Support, Health Programs, and Fitness for Life. A downward allocation of the subject position to the Chief Physician I class is recommended to support the department's efforts to recruit and retain staff who are equipped to handle response, training, and preventative practices that support its first responder and civilian staff members.



## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT B

#### **FIRE – LEADERSHIP AND PROFESSIONAL (Continued)**

The subject Chief, Psychological Services position is assigned to the Behavioral Health Services Unit within the Leadership and Professional Standards Bureau's newly established Wellness Division. The subject position will report directly to the proposed Chief Physician I and assist in enhancing and directing the department's Occupational Wellness Program, which focuses on the mental and behavioral health and needs of the Fire Department and its members, while coordinating services provided by contracted mental health professionals. A downward reallocation of the subject position to the Supervising Psychologist class is recommended to support the department's efforts to recruit and retain staff equipped to develop a robust behavioral health program for its members and their immediate families, as outlined in the June 22, 2021 substitute motion introduced by Supervisors Janice Hahn and Kathryn Barger on addressing workplace or potential workplace trauma.

#### **DHS – AMBULATORY CARE NETWORK**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
5	Patient Financial Services Control Worker Item No. 9189A NMO 85C Represented	5	Patient Financial Services Control Worker (Non-Megaflex) Item No. 9188A NMO 85C Represented
1	Senior Clerk Item No. 1140A NMVO 75H Represented	1	Senior Typist-Clerk Item No. 2216A NMVO 76G Represented

DHS is formally establishing the Patient Financial Services Eligibility (PFS) Unit in the Ambulatory Care Network's High Desert Regional Health Center facility to improve customer service, reduce wait times, and improve the Medi-Cal application processing times at this location. We recommend reallocating the subject six (6) positions, listed in the above table, to standardize the organizational structure and to ensure the proper classification levels based upon the assigned duties and responsibilities.

Therefore, we recommend lateral reallocation of the five (5) subject PFS Control Worker positions to PFS Control Worker (Non-Megaflex), so the department can use the appropriate classification on future appointments. This recommendation will not impact the salary or duties assigned to the subject positions.

## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT B

#### **DHS – AMBULATORY CARE NETWORK (Continued)**

The subject Senior Clerk position will be responsible for performing skilled typing work and highly-specialized clerical duties that will require a highly-specialized knowledge of PFS procedures to carry the work under general supervision. Therefore, we recommend upward reallocation to Senior Typist-Clerk.

#### **DHS - REGISTERED NURSES' CRITICAL CARE STAFFING PLAN**

No of Pos.	Present Classification	No of Pos.	Classification Findings
<b>Harbor Care South</b>			
45	Registered Nurse I Item No. 5133A N21 RN01 Represented	45	Registered Nurse II Item No. 5134A N21 RN02 Represented
2	Registered Nurse I Item No. 5133A N21 RN01 Represented	2	Registered Nurse III Item No. 5135A N21 RN03 Represented
<b>LAC+USC Medical Center</b>			
146	Registered Nurse I Item No. 5133A N21 RN01 Represented	146	Registered Nurse II Item No. 5134A N21 RN02 Represented
46	Registered Nurse I Item No. 5133A N21 RN01 Represented	46	Registered Nurse III Item No. 5135A N21 RN03 Represented
<b>Olive View-UCLA Medical Center</b>			
14	Registered Nurse I Item No. 5133A N21 RN01 Represented	14	Registered Nurse II Item No. 5134A N21 RN02 Represented
1	Registered Nurse I Item No. 5133A N21 RN01 Represented	1	Registered Nurse III Item No. 5135A N21 RN03 Represented

## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT B

#### **DHS - REGISTERED NURSES' CRITICAL CARE STAFFING PLAN (Continued)**

No of Pos.	Present Classification	No of Pos.	Classification Findings
<b>Rancho Los Amigos National Rehabilitation Center</b>			
7	Registered Nurse I Item No. 5133A N21 RN01 Represented	7	Registered Nurse II Item No. 5134A N21 RN02 Represented

DHS is implementing a standardized Critical Care Staffing Plan (CCSP), Registered Nurse (RN) staffing plan and nurse-to-patient ratio model to meet the State of California's regulatory requirements for acute care hospitals with adult critical care services. The CCSP will be implemented by utilizing existing resources and reinforcing nurse-to-patient ratios through new positions. Therefore, on December 21, 2021, your Board approved DHS' Mid-Year Board Letter for interim ordinance authority of 196 new RN positions.

To continue with the department's implementation efforts, our office reviewed 585 existing ordinance positions at the level of RN-I, RN-II, and RN-III, which are allocated to various adult critical care units across DHS, including LAC+USC Medical Center, Harbor-UCLA Medical Center, Olive View-UCLA Medical Center, and Rancho Los Amigos National Rehabilitation Center. Therefore, with this Board action, we are recommending the upward reallocation of 261 of the subject positions from RN-I to RN-II or RN-III to standardize the classification levels of these positions to match the level of expertise and skill required to provide patient care in adult intensive care units.

#### **HUMAN RESOURCES**

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Human Resources Analyst III Item No. 1912A NMO 105A Non-Represented	1	Human Resources Analyst IV Item No. 1913A NMO 111A Non-Represented

The subject position will lead staff and manage the oversight of Countywide Cafeteria Benefits Plans, including performing complex analysis and negotiations. The position will be responsible for participating in the benefit contract renewal and negotiation process for Cafeteria plan benefits, reviewing negotiated contracts for consistency, and providing technical guidance on rate sheets and reports for benefit plans. The role of the position requires providing guidance and making decisions that have Countywide impact and accountability. Given the complex and demanding nature of contractual negotiations for

## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT B

#### **HUMAN RESOURCES (Continued)**

Countywide benefits, as well as the level of responsibility and involvement required of the subject position, the Human Resources Analyst IV is a more appropriate item. Therefore, we recommend upward reallocation to Human Resources Analyst IV.

#### **ISD**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
1	Secretary III Item No. 2096A NMVO 80E Represented	1	Senior Secretary III Item No. 2102A NMO 88G Non-Represented

The subject position is located in the Cyber Operations Division, Administration Section of the Cyber Governance and Operations Branch and reports to an Administrative Manager XIII, ISD (Division Manager). The subject position is responsible for providing full secretarial support to the Division Manager. Duties performed by the position include maintaining the Division Manager's schedule, coordinating appointments, and arranging meetings; screening visitors, answering phone calls and emails; and evaluating documents submitted to the Division Manager. Based on the duties and scope of responsibilities of the subject position, the work performed is consistent with the classification standards of Senior Secretary III. The subject position performs secretarial duties for the Division Manager of the Cyber Operations Division. Therefore, we recommend upward reallocation to Senior Secretary III.

#### **MEDICAL EXAMINER-CORONER**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
1	Chief Physician I Item No. 5457A-74 N42 E17 Non-Represented	1	Medical Director, Medical Examiner (UC) Item No. 5402A N42 E18 Non-Represented

At the January 11, 2022 Board meeting, your Board approved the establishment of Medical Director, Medical Examiner (UC). The single position class serves as the principal assistant to the Chief Medical Examiner, with primary responsibility for managing the Medical Division, which is charged with conducting the autopsies, examinations,

## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT B

#### **MEDICAL EXAMINER-CORONER (Continued)**

laboratory analysis, and other specialized forensic and professional work of the Department of Medical Examiner-Coroner. In this follow-up proposed Board action, we are recommending the reclassification of the department's single Chief Physician I classification to recognize the position's role as an integral part of the executive team that assists the Chief Medical Examiner with overall departmental planning and operations, and as a representative of the Chief Medical Examiner on all medical or related issues in his/her absence or as directed. Therefore, we recommend upward reallocation to Medical Director, Medical Examiner (UC).

#### **PROBATION DEPARTMENT**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
4	Departmental Personnel Assistant Item No. 1842A NMO 79A Represented	4	Senior Departmental Personnel Assistant Item No. 1843A NMO 88J Non-Represented

The subject positions serve as the primary points of contact for their respectively assigned bureaus for Family and Medical Leave Act and/or Workers' Compensation claims and are responsible for supporting the department's Return-To-Work (RTW) Unit in its leave benefits management claims processes and returning injured and/or ill employees to work. As the subject positions provide a full range of RTW services with increased scope and complexity to assigned bureaus, our office supports the reallocation of all four (4) positions to the higher-level class of Senior Departmental Personnel Assistant.

## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT B

#### REGISTRAR-RECORDER/COUNTY CLERK

No of Pos.	Present Classification	No of Pos.	Classification Findings
2	Geographic Information Systems Technician II Item No. 4411A NO 98C Represented	2	Geographic Information Systems Analyst Item No. 4413A NO 102L Represented
1	Geographic Information Systems Analyst Item No. 4413A NO 102L Represented	1	Senior Geographic Information Systems Analyst Item No. 4414A NO 107K Represented

The three (3) subject positions are located within the Information Technology Bureau, Election Systems Division, Geographic Information Section.

The subject Geographic Information Systems (GIS) Technician II positions create custom and standard maps, and complete difficult assignments by using GIS systems, applications, and sophisticated GIS technology and software. The positions perform advanced spatial analyses, site suitability analyses for Vote Centers and Vote by Mail Drop Boxes, and conduct network analyses and route planning analyses. The duties and responsibilities of the GIS Technician II positions meet the classification criteria of the GIS Analyst, a class that carries out a wide range of more difficult and responsible assignments in maintaining the accuracy and quality of GIS database information; develops cartographic products; and conducts data analysis and visualization to support a wide variety of functions. Therefore, we recommend upward reallocation of the two (2) subject GIS Technician II positions to the GIS Analyst.

The subject GIS Analyst position oversees departmental GIS software and hardware in support of critical daily operations. The position performs complex GIS data analyses and designs high-level queries for custom built GIS applications. In addition, the position serves as the Subject Matter Expert for database and applications maintenance, object-oriented programming language, and SQL server database maintenance. The duties and responsibilities of the subject GIS Analyst position meet the classification criteria of Senior GIS Analyst, a class that independently perform duties of considerable difficulty focused on data analysis and visualization, database maintenance, cartography, or application development. Therefore, we recommend upward reallocation of the subject GIS Analyst position to Senior GIS Analyst.

## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT B

#### SHERIFF – ADMINISTRATION

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Intermediate Clerk Item No. 1138A NMVO 71C Represented	1	Senior Secretary III Item No. 2102A NMO 88G Non-Represented
1	Secretary V Item No. 2098A NMVO 84E Represented	1	Senior Secretary V Item No. 2104A NMO 92G Non-Represented

The subject Intermediate Clerk position is located in the Personnel Administration Bureau and will provide secretarial support to the Captain. The subject Secretary V position is located in the Office of the Undersheriff and will provide secretarial support to the Commander over the Personnel Command Division.

Based on the duties and level of their supervisors, we recommend upward reallocation of the subject Intermediate Clerk position to Senior Secretary III and the subject Secretary V position to Senior Secretary V.

## **ANALYSIS**

This ordinance amends Title 6 – Salaries of the Los Angeles County Code by:

- Amending Section 6.08.450 (Special Credits) to add one unclassified employee classification;
- Adding and establishing the salaries for one unclassified classification and three employee classifications;
- Deleting seven non-represented classifications;
- Amending Section 6.28.060 (Table of positions without compensation and positions paid in accordance with special provisions in Chapters 6.02— 6.24 and Division 3) to delete five non-represented classifications and add and establish two classifications;
- Amending Chapter 6.50 (Chief Executive Officer) to add Section 6.50.026 (Care First Community Investment Advisory Committee - Compensation); and



- Adding, deleting, and/or changing certain employee classifications and number of ordinance positions in the departments of Animal Care and Control, Chief Executive Officer, Children and Family Services, Fire, Health Services, Human Resources, Internal Services, Medical Examiner-Coroner, Probation, Registrar-Recorder/County Clerk, and Sheriff.

RODRIGO A. CASTRO-SILVA  
County Counsel

A handwritten signature in black ink, appearing to read "Richard D. Bloom", written in a cursive style.

RICHARD D. BLOOM  
Principal Deputy County Counsel  
Labor & Employment Division

RDB:bd

Received: 2/15/2022  
Revised: 2/16/2022

**ORDINANCE NO. \_\_\_\_\_**

An ordinance amending Title 6 – Salaries of the Los Angeles County Code to amend a compensation provision; add and establish the salaries for one unclassified classification and three employee classifications; add and establish two classifications with special pay provisions; amend Chapter 6.050 to add Section 6.50.026 to establish compensation for Care First Community Investment Advisory Committee members and alternate members; delete 12 non-represented classifications; and add, delete, and/or change certain employee classifications and number of ordinance positions in various departments to implement the findings of classification studies.

The Board of Supervisors of the County of Los Angeles ordains as follows:

**SECTION 1.** Section 6.08.450 (Special Credits) is hereby amended to read as follows:

. . .

C. Any person appointed to the position of Medical Director I (Item No. 5463), Medical Director II (Item No. 5461), Medical Director II (UC) (Item No. 5462), Medical Director III (UC) (Item No. 5460); Medical Director, MD, Mental Health (Item No. 4567), Medical Director, M.D., Mental Health (UC) (Item No. 4574), ~~and Medical Director, Public Health (UC) (Item No. 4577),~~ or Medical Director, Medical Examiner (UC) (Item No. 5402) shall receive a flat rate monthly bonus pursuant to one of the following:

. . .

**SECTION 2.** Section 6.28.050 (Tables of Classes of Positions with Salary Schedule

and Level) is hereby amended to add the following classes:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL	
<u>8765</u>	<u>SPECIAL ASST, PARKS AND RECREATION(UC)</u>	_____*	<u>NMO</u>	<u>112B</u>
<u>2484</u>	<u>TECHNOLOGY PROFESSIONAL INTERN I</u>	_____*	<u>FH</u>	<u>18.00</u>
<u>2485</u>	<u>TECHNOLOGY PROFESSIONAL INTERN II</u>	_____*	<u>FH</u>	<u>20.00</u>
<u>8299</u>	<u>YOUTH DEVELOPMENT SPECIALIST</u>	_____*	<u>NMO</u>	<u>105A</u>

\*The Executive Office/Clerk of the Board of Supervisors shall insert the effective date for the salary or salary schedule and level in the space provided for the classifications added to Section 6.28.050 of the County Code.

**SECTION 3.** Section 6.28.050 (Tables of Classes of Positions with Salary Schedule

and Level) is hereby amended to delete the following classes:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL	
2613	<del>ASSISTANT DATA PROCESSING MANAGER</del>	01/01/2020	NM	114G
		10/01/2020	NM	115F
		01/01/2021	NMO	115F
8629	<del>ASST HD TRANSPORTATION DEPUTY, PROB</del>	01/01/2020		94A
		10/01/2020		94L
		01/01/2021	NO	94L
1578	<del>ASST HEAD, WARRANT INVESTIGATION</del>	01/01/2020	NM	94E
		10/01/2020	NM	95D
		01/01/2021	NMO	95D

6887	ASST MGR, LAUNDRY SERVICES, SHERIFF	01/01/2020	NM	106K
		10/01/2020	NM	108H
		01/01/2021	NMO	108H
2543	SR INFO SYSTEMS CONTRACTS ANALYST	01/01/2020	NM	107G
		10/01/2020	NM	108F
		01/01/2021	NMO	108F
2537	SUPVG INFO SYSTEMS SUPPORT ANALYST	01/01/2020	NM	105C
		10/01/2020	NM	106B
		01/01/2021	NMO	106B
1867	TRAINING COORDINATOR	01/01/2020	NM	99A
		10/01/2020	NM	99L
		01/01/2021	NMO	99L

**SECTION 4.** Section 6.28.060 (Table of positions without compensation and positions paid in accordance with special provisions in Chapters 6.02— 6.24 and Division 3) is hereby amended to delete the following classes:

ITEM NO.	TITLE
9392	MEMBER, BOARD OF EDUCATION*
9397	MEMB., CTZNS. ADVY. COMM. ON COMMUN. DEV.*
9410	MEMBER, DELINQUENCY & CRIME COMM.*
9437	MEMBER, GRAND JURY
9449	MEMBER, LOCAL AGENCY FORMATION COMM.*

**SECTION 5.** Section 6.28.060 (Table of positions without compensation and positions paid in accordance with special provisions in Chapters 6.02— 6.24 and Division 3) is hereby amended to add the following classes:

<b>ITEM NO.</b>	<b>TITLE</b>
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<u>9395</u>	<u>MBR.,CARE FIRST COMMUNITY INVESTMENT ADVY COMMITTEE</u>
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<u>9387</u>	<u>ALT MBR.,CARE FIRST COMMUNITY INVESTMENT ADVY COMMITTEE</u>
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**SECTION 6.** Section 6.34.010 (Department of Animal Care and Control) is hereby amended to delete the following class and number of ordinance positions:

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>	<b>TITLE</b>
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<del>2094A</del>	<del>2</del>	<del>SECRETARY I</del>
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**SECTION 7.** Section 6.34.010 (Department of Animal Care and Control) is hereby amended to add the following classes and number of ordinance positions:

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>	<b>TITLE</b>
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<u>2108A</u>	<u>1</u>	<u>MANAGEMENT SECRETARY II</u>
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<u>2101A</u>	<u>1</u>	<u>SENIOR SECRETARY II</u>
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**SECTION 8.** Section 6.50.010 (Department of the Chief Executive Officer) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>9395J</u>	<u>12</u>	<u>MBR.,CARE FIRST COMMUNITY INVESTMENT ADVY COMMITTEE</u>
<u>9387J</u>	<u>12</u>	<u>ALT MBR.,CARE FIRST COMMUNITY INVESTMENT ADVY COMMITTEE</u>

**SECTION 9.** Chapter 6.50 (Department of the Chief Executive Officer) is hereby amended to add the following:

**6.50.026 Care First Community Investment Advisory Committee -**

**Compensation**

A. Community Members or Alternate Community Members of the Care First, Community Investment Advisory Committee, who are not County employees or appointed by a labor organization, shall be entitled to receive as compensation the sum of \$150.00 for each official meeting in which the Member or Alternate Member attends and participates, not to exceed \$5,000 per fiscal year, per position. Compensation will only be paid to either the Member or Alternate for each meeting, not both. No payments will be split between Member and Alternate for the same meeting.

**SECTION 10.** Section 6.52.010 (Department of Medical Examiner-Coroner) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
5457A	4	<del>CHIEF PHYSICIAN I</del>

**SECTION 11.** Section 6.52.010 (Department of Medical Examiner-Coroner) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>5402A</u>	<u>1</u>	<u>MEDICAL DIRECTOR, MEDICAL EXAMINER(UC)</u>

**SECTION 12.** Section 6.53.010 (Department of Children and Family Services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
9087A	<del>93</del> <u>92</u>	CHILDREN SERVICES ADMINISTRATOR II
9088A	<del>52</del> <u>53</u>	CHILDREN SERVICES ADMINISTRATOR III

**SECTION 13.** Section 6.76.017 (Fire Department – Leadership and Professional Standards) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0889A	4	<del>ADMINISTRATIVE ASSISTANT III</del>

5459A	4	<del>CHIEF PHYSICIAN III</del>
8703A	4	<del>CHIEF, PSYCHOLOGICAL SERVICES</del>

**SECTION 14.** Section 6.76.017 (Fire Department – Leadership and Professional Standards) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>5457A</u>	<u>1</u>	<u>CHIEF PHYSICIAN I</u>
<u>1848A</u>	<u>1</u>	<u>MANAGEMENT ANALYST</u>
<u>8712A</u>	<u>1</u>	<u>SUPERVISING PSYCHOLOGIST</u>

**SECTION 15.** Section 6.78.055 (Department of Health Services – Harbor Care South) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
5133A	<del>556</del> <u>509</u>	REGISTERED NURSE I
5134A	<del>593</del> <u>638</u>	REGISTERED NURSE II
5135A	<del>444</del> <u>143</u>	REGISTERED NURSE III



**SECTION 16.** Section 6.78.060 (Department of Health Services – LAC+USC Medical Center) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
5133A	<del>4139</del>	<u>947</u>	REGISTERED NURSE I
5134A	<del>995</del>	<u>1141</u>	REGISTERED NURSE II
5135A	<del>318</del>	<u>364</u>	REGISTERED NURSE III

**SECTION 17.** Section 6.78.065 (Department of Health Services – Rancho Los Amigos) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
5133A	<del>479</del>	<u>172</u>	REGISTERED NURSE I
5134A	<del>466</del>	<u>173</u>	REGISTERED NURSE II

**SECTION 18.** Section 6.78.070 (Department of Health Services – Olive View-UCLA Medical Center) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
5133A	<del>350</del>	<u>365</u>	REGISTERED NURSE I
5134A	<del>317</del>	<u>331</u>	REGISTERED NURSE II
5135A	<del>75</del>	<u>76</u>	REGISTERED NURSE III

**SECTION 19.** Section 6.78.090 (Department of Health Services – Ambulatory Care Network) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
9189A	5	<del>PATIENT FINANCIAL SERVS CONT WKR</del>

**SECTION 20.** Section 6.78.090 (Department of Health Services – Ambulatory Care Network) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>9188A</u>	<u>5</u>	<u>PAT FIN SVCS CONT WKR(NON MEGAFLEX)</u>

**SECTION 21.** Section 6.78.090 (Department of Health Services – Ambulatory Care Network) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1140A	6 <u>5</u>	SENIOR CLERK
2216A	<del>28</del> <u>29</u>	SENIOR TYPIST-CLERK

**SECTION 22.** Section 6.80.010 (Department of Human Resources) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
1912A	<del>73</del>	<u>72</u>	HUMAN RESOURCES ANALYST III
1913A	<del>73</del>	<u>74</u>	HUMAN RESOURCES ANALYST IV

**SECTION 23.** Section 6.81.010 (Internal Services Department) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
2096A	<del>34</del>	<u>33</u>	SECRETARY III
2102A	<del>28</del>	<u>29</u>	SENIOR SECRETARY III

**SECTION 24.** Section 6.100.010 (Probation Department – Support Services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
1842A	<del>49</del>	<u>15</u>	DEPARTMENTAL PERSONNEL ASSISTANT
1843A	<del>40</del>	<u>14</u>	SENIOR DEPARTMENTAL PERSONNEL ASST

**SECTION 25.** Section 6.114.010 (Registrar-Recorder/County Clerk) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>4414A</u>	<u>1</u>	<u>SENIOR GEOGRAPHIC INFO SYST ANALYST</u>

**SECTION 26.** Section 6.114.010 (Registrar-Recorder/County Clerk) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
4413A	4 <u>2</u>	GEOGRAPHIC INFO SYSTEMS ANALYST
4411A	6 <u>4</u>	GEOGRAPHIC INFO SYST TECHNICIAN II

**SECTION 27.** Section 6.120.010 (Sheriff – Administration) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1138A	24 <u>23</u>	INTERMEDIATE CLERK
2098A	8 <u>7</u>	SECRETARY V
2102A	-4 <u>5</u>	SENIOR SECRETARY III
2104A	2 <u>3</u>	SENIOR SECRETARY V

**SECTION 28.** Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage, except for Sections 5, 8, and 9, which shall be construed and applied as if they were operative and effective on and after September 22, 2021.